



# CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE  
District of Connecticut

## POSITION

Supervising U.S. Probation  
Officer

## LOCATION

Hartford, New Haven or  
Bridgeport.

## SALARY/TARGET

CL 30  
\$97,266 - \$163,583

## OPENING DATE

October 1, 2021

## CLOSING DATE

October 15, 2021

## ANNOUNCEMENT

21-CT- 03

## POSITION OVERVIEW



A supervising officer is a first line supervisor responsible for the quality of pretrial and probation services provided by office staff in the full range of operations (pretrial services, presentence investigations and supervision), requirements, and service to the court and public.

## QUALIFICATIONS

**Open to all current and past Senior Officers only.** Applicants must have at least five years of experience as a U.S. Probation Officer, excellent communication skills, and the ability to work well with others. To qualify at a CL-30 level, you must have three years of specialized experience as a U.S. Probation Officer, including one year at a CL-29 and have demonstrated cultural intelligence (possess cognitive, motivational, and behavioral capacities to understand and effectively respond to the beliefs, values, attitudes, and behaviors of individual and groups under complex circumstances), ability to communicate and work effectively across cultures while possessing an awareness of and respect for differences; appreciation of diversity and advocacy of inclusion; and a working knowledge of evidence based practices.

## **EDUCATION**

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, and is required for all probation officer positions.

## **REPRESENTATIVE DUTIES**

Confers regularly with Probation Officers. Provides direction and assistance to the officers on improving investigative, supervision and writing skills. Assists Probation Officers in meeting the needs of clients with complex problems and circumstances. Provides leadership in development of sentencing alternatives, utilization of community resources, and application of professionally sound case management principles.

Determines the adjustment of individuals under supervision in consultation with the assigned Probation Officer. Assists in decision making for recommendations for early termination, extension of supervision, and probation revocation. Approve all recommendations to the Court or U.S. Parole Commission for issuance of a warrant or summons for revocation.

Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences and increasing levels of responsibility in assignments.

Conducts unit staff meetings to identify performance and operational problems and to develop appropriate solutions.

Responsible for staff relationships and morale within the unit, encouraging loyalty and enthusiasm, maintains a supportive atmosphere for staff utilization of management personnel and resources.

Evaluates the performance of the Probation Officers on a systemic and regular basis.

Serves as major communication catalyst and link between line staff and the administration, assuring implementation of administrative direction while concurrently providing information to the Chief Probation Officer for future administrative action.

Participates with the Chief Probation Officer and other administrative staff in development of programs and policies to increase the effectiveness of the office.

Develops understanding and cooperative relationships with other law enforcement and community service agencies.

Explains probation, parole and other correctional services to public and civic groups.

Supervises the field travel to include review and approval of all travel vouchers of officers in the unit.

Performs other related duties as required by the Chief Probation Officer.

## ADDITIONAL INFORMATION FOR APPLICANTS

The following areas of knowledge are essential to this position: broad knowledge of the criminal justice system; thorough knowledge of federal probation, pretrial and parole legal requirements, policies and procedures; thorough knowledge of sentencing guidelines and applicable case law; thorough knowledge of investigative and supervision techniques; and solid knowledge of the roles, responsibilities and relationships among the federal courts, Parole Commission, and the Bureau of Prisons.

Ability to utilize computer software and automated systems to perform record checks, and similar activities. Skill in interpreting and analyzing data from a variety of investigative data bases. Able to support officers in their use of these data bases. Thorough understanding of PACTS and demonstrates the ability to use PACTS reports and data to analyze and guide the work of officers. A supervisor must further demonstrate the ability to use PACTS data to assess trends and ensure evidence-based practice. The supervisor will be the officer's primary point of contact for PACTS, ATLAS, SRF, PACER, instructions and the primary advocate for the full usage of all modules.

The incumbent should possess the ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts, and skill in applying various statutes and implementing regulations. They must have the ability to communicate orally and in writing, both clearly and concisely, with a variety of persons such as judicial officers, attorneys and offenders. A working knowledge of legal research techniques, database and spreadsheet software, and word processing application in a Windows environment is required.

## HOW TO APPLY

### APPLICATION PROCESS:

**QUALITY RANKING FACTOR:** Applicants must submit a narrative statement addressing the factor listed below. (Mandatory)

**Please outline a six-month plan for your transition to Supervisor. The plan should be specific as to how you will you manage the transition, engage staff, and interact with the management team. Include any management principles and resources that will guide you and consider how you will lead and motivate others.**

**You must submit ALL documents to be considered for this opportunity.** Submit all application materials by close of business on October 15, 2021.

- ▶ **cover letter**
- ▶ **revised resume**
- ▶ **narrative statement**

**e-mail to:** [HR\\_Department@ctd.uscourts.gov](mailto:HR_Department@ctd.uscourts.gov) **as one PDF document**

The United States Probation Office is an Equal Opportunity Employer.

**NOTE:** The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

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